Dear Mr. Land,

I am writing to request an in-person interview. I am interested in securing a position in the marketing division of SPS Corporation. I learned of the job opening from your President of Operations, Michael Smith. I met Mr. Smith at the International Expansion Seminar held at the Marriott last month. Mr. Smith spoke at length about the organization’s growth and about possible opportunities within your department.

I am aware that SPS is expanding into three new global markets over the course of the next year. I believe I have the experience and skills needed to help with this expansion. I moved to Texas two months ago. Prior to this, I lived in California, where I worked as the International Marketing Director for Swingline Inc. During my time with Swingline, I secured several multimillion-dollar contracts with firms located in the United States and foreign countries. I decreased my department’s expenses by 20% while increasing overall productivity and employee satisfaction rates by 25%.

I am a dedicated professional who thrives on challenge. I enjoy working in foreign countries and have spent 50% of the last five years living abroad. I am fluent in five languages, including French, German, Spanish and Chinese. I enjoy being around people and I work well with co-workers, subordinates and superiors. I had a level 3 security clearance with Swingline and was trusted with highly confidential information as well as information pertaining to patents and trade secrets.

I am enclosing my resume for your consideration. I would appreciate the opportunity to meet with you in person. I can be reached at (555)-555-5555 or by email at [email] I am available to meet any time within the next two weeks. I will be happy to provide professional references and to answer any questions you may have concerning my qualifications. I look forward to meeting you.

Sincerely,

Paul Winston

Paul Winston

Enclosure: Resume